

# Regional Business License and Permits Program



WASHOE COUNTY  
HEALTH DISTRICT  
ENHANCING QUALITY OF LIFE

## AGENDA Regional Business License and Permits Program Oversight Group Quarterly Meeting Tuesday June 7, 2016 - 3:30 PM

Washoe County Caucus Room  
1001 E 9<sup>th</sup> St, Bldg. A 2<sup>nd</sup> Floor  
Reno, NV

### Oversight Group

Reno City Manager - Andrew Clinger  
Sparks City Manager - Steve Driscoll  
Washoe County Manager - John Slaughter  
District Health Officer - Kevin Dick

**Public Notice:** This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall – One East 1st Street, Washoe County Administrative Office, 1001 East 9<sup>th</sup> Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; Washoe County Health District, 1001 East 9<sup>th</sup> Street, Reno, NV; Washoe County Downtown Reno Library – 301 South Center Street, Evelyn Mount Northeast Community Center – 1301 Valley Road, McKinley Arts and Culture Center – 925 Riverside Drive, Reno Municipal Court – One South Sierra Street, and Reno-Sparks Convention and Visitors Authority – 4001 South Virginia Street, Suite G. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at the following websites: [www.washoecounty.us/technology](http://www.washoecounty.us/technology); [www.reno.gov](http://www.reno.gov); [www.cityofsparks.us](http://www.cityofsparks.us), and NRS 232.2175 at <https://notice.nv.gov/>.

**Accommodations:** Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the City of Sparks (775) 328-2352 in advance so that arrangements can be made.

**Supporting Material:** Support materials are posted on the respective websites, when they are provided to the governing body or if provided during a meeting, support materials will be posted on the websites within 24 hours after the conclusion of the meeting. Support materials are also available at the Washoe County Technology Services office and at the scheduled meeting location on meeting day. The designated contact to obtain support materials is Annette Van Der Wall in Technology Services, 775-328-2352, 1001 E 9th St, Reno, NV, Bldg. C, 2nd Floor. Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Oversight Group.

**Order of Business:** Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed as a block, or removed from the agenda. Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

**Public Comment:** A person wishing to address the Oversight Group shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. The presiding officer may prohibit comment if the content is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks while addressing the Oversight Group or while attending the Oversight Group meeting may be removed from the room by the presiding officer, and the person may be barred from further audience before the Oversight Group during that session of the Oversight Group meeting. See, Nevada Attorney General Opinion No. 00-047 (April 27, 2001); Nevada Open Meeting Law Manual, § 8.05.

In addition, any person willfully disrupting the meeting may be removed from the room by the presiding officer. See NRS 241.030(4)(a); RMC §§ 8.12.024, 8.12.027. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

**A. Roll Call**

**B. Public Comment** – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7).

**C. Approval of Agenda (For Possible Action) – June 7, 2016**

**D. Approval of Minutes** – Regional Business License and Permits Program – Oversight Group Quarterly Meeting – March 1, 2016 **(For Possible Action)**

**E. Presentation of the June 1, 2016 Oversight Monthly report regarding milestones and status of change order #4, presented at the Jan. 21, 2016 Oversight meeting.**

**F. Update, discussion and possible direction to staff on payments to Accela, overall project plan, and timelines (For Possible Action)**

**G. Update and possible approval of User Acceptance Testing Schedule dated June 7, 2016 (For Possible Action)**

**H. Presentation and possible approval of proposed training plan dated June 7, 2016 to include resources to be utilized, approach to train citizens and 300+ internal agency staff from all agencies (For Possible Action)**

**I. Presentation and possible approval of go live plan, cutover weekend, and potential impacts to citizens and work processes (For Possible Action)**

**J. Update on Accela Citizen Access including approach for go live, future plans, and publicly available record types for application, payment, inspection scheduling, and searching.**

**K. Update and discussion on contract status for ePayment credit card provider Official Payments Corporation (OPC) approvals at each governing body.**

**L. Update and discussion of SilverFlume Interlocal Agreement approvals at each governing body.**

**M. Announcements/Reports/Updates - Oversight Group member announcements/ reports/updates from members concerning the regional business license and permits project. Requests for information and any ideas and suggestions for the project.**

**N. Identification of future agenda items (For Possible Action)**

**O. Public Comment** – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7).

**P. Adjournment (For Possible Action)**